Forest Service Student Application Workshop

Working for the Great Outdoors

Workshop Topics

- Pathways Program Overview

- Understanding the Job Announcement

- Most Effective Resumes

- Writing Content Tips

- Action Verbs

- Resume/Transcript Sample

- Interviewing Tips

- Federal Jobs By College Major

- Link OPM Job Series

- Grade Level Qualifications

- Link to Federal Pay Scale

- How to Guide on USAJOBS

Pathways Program Overview:

- Pathways Program provides paths to Federal careers for students and recent graduates in various fields

- *The Pathways Internship*: The internship program consists of 2 authorities.

    - Not to Exceed Intern (NTE)- Students hired on a temporary basis for up to one year (NTE Intern)
    - Indefinite Intern- Students hired under this authority are eligible for conversion to Full time permanent positions. To be converted into a permanent position students must :
        – Have completed their certificate or degree program within a reasonable timeframe
        – Complete a minimum of 640 work hours directly related to the position they will be converted into
        – Must meet the OPM qualifications for the position they are filling
        – Perform academic & job aspects successfully
    – Replaces previous STEP & SCEP Programs. NTE Intern equivalent STEP and Indefinite Intern equivalent to SCEP

    – *The Recent Graduates* Program is available to individuals who have completed qualifying degree or certificate programs in the previous two years.

    – *The Presidential Management Fellows (PMF)* Program is for individuals who have completed an advanced degree within the past two years.

Understanding the Job Announcement

- Job announcements provide critical information for potential applicants about positions being advertised

- While they might look different from Federal agency to Federal agency, the content is very similar

- Link to Job Announcement:

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5395042.pdf

Guidance from USAJOBS on Most Effective Resumes

- Use a government format when applying for federal government jobs/internships
- Clearly articulate skills and experiences
- Always tailor resume to the job announcement. Never submit a generalized resume to multiple job announcements.
- Always specify race, national origin, disability &/or Vet preference on USAJOBS Profile

Guidance from USAJOBS Continued…

- Link to Most Effective Resumes- USAJOBS

https://help.usajobs.gov/index.php/Most_Effective_Resumes

- Tips for Writing Resume Content

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5395040.pdf

- Action Verbs

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5395041.pdf

Resume/Transcript Sample

- <u>Must</u> submit application on USAJOBS

- Resume-federal format to ensure all requirements are met

- Transcript(s) <u>must</u> have student name, university name, declared major, degree plan (i.e. bachelors), enrollment status (i.e. F/T, P/T), and GPA

- Cover letter *(optional)*

- *Acceptance letter if continuing from high school →community college →undergraduate →graduate school, etc.*

- *DD-214 if claiming veterans preference*

- *Schedule A Verification if claiming disability*

Resume/Transcript Sample Cont.

- Be concise but provide sufficient information and details to capture all your pertinent experiences

- Federal government resumes are more detailed & longer than a typical resume

- Seek assistance if needed (e.g. Career Services, Professor, Govt. Employee).

- Link to Resume & Transcript Sample:

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5395038.pdf

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5407090.pdf

Guidance from USAJOBS on Job Interviewing

- In most cases, interviews will be phone or video conference
- Be prepared and use your resources such as:
  - Copy of Job Announcement
  - Copy of Resume
  - Notes to help your thought process
  - List of pertinent questions (e.g. job duties, housing, work environment, etc.)
- Dress appropriately if video conference interview
- Link to Interviewing Tips:

https://help.usajobs.gov/index.php/Interviewing_Tips

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5395044.pdf

Guidance from USAJOBS on Federal Job by College Major

- Some degrees may qualify under multiple occupations
- Use as a reference guide—list is very helpful but not all inclusive
- Link to Jobs by College Major:

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5395043.pdf

Description of Federal Jobs
- Link to OPM Job Series:

http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp

GRADE LEVEL QUALIFICATIONS-REQUIREMENTS FOR INTERNSHIP APPOINTMENTS

- **GS-1--**Enrollment in a high school diploma or General Education Diploma (GED)

- **GS-2--**Completion of high school or GED diploma.

- **GS-3--**Completion of 1 full academic year of post-high school study.

- **GS-4--**Completion of 2 full academic years of post-high school study or an associate's degree.

- **GS-5--**Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.

- **GS-7--**Completion of 1 full academic year of graduate level education, or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.

- **GS-9--**Completion of 2 academic years of graduate level education, or a master's degree or equivalent graduate degree.

- **GS-11--**For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.

Forest Service-R3 Outreach Site

• Link to OPM General Schedule (GS)

http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/

• Link to All Handouts & PowerPoints:

http://www.fs.usda.gov/main/r3/jobs/outreach

General Application Process—How To Guide

- Create a Profile on USAJOBS
- Upload required documents (e.g. resume, transcript(s), certificates, recommendation letters, DD-214, Schedule A Verification, etc.)
- Search Forest Service Internship Job Announcements
  - Query by Agency, State, City, Key Words, etc.
  - STUDENT INTERNSHIPS: "Forest Service Intern"
- Be sure to set your notification settings to alert you of application status

  Conduct Exercise…

- Link to USAJOBS: https://www.usajobs.gov